



**COUNTY OF KAUA`I
DEPARTMENT OF HUMAN RESOURCES**

MO`IKEHA BUILDING
4444 Rice Street, Suite 140
LIHU`E, KAUA`I, HAWAII 96766
Telephone (808) 241-4956 • Fax (808) 241-6593
Telecommunications Relay Service (TRS): 711

EMPLOYMENT FACT SHEET

The County of Kauai is an equal opportunity employer, providing equal employment opportunities without regard to sex, race, ancestry/national origin, religion, color, disability, age, marital status, assignment of income for child support obligations, arrest and court record, military participation, sexual orientation and nursing/breast-feeding. Reasonable accommodation will be made for religious practices and beliefs and for qualified disabled persons.

The County employs about 1,300 persons in different types of jobs in over 15 County departments and agencies. Employees provide important public services in a variety of occupations including clerical, public protection, trades, labor/maintenance, recreation and professional specialties.

WHAT COUNTY JOBS ARE AVAILABLE?

We advertise when we anticipate or have immediate vacancies. Our recruitment announcements are advertised in the public notices section of our local newspapers on the day the recruitment opens. Recruitment announcements are also posted on our website at www.kauai.gov and in our office for your review. We are located at 4444 Rice Street, Suite 140 in Lihue and are open from 7:45 a.m. to 4:30 p.m. on weekdays, except for holidays and furlough days. Our telephone number is (808) 241-4956.

WHO CAN APPLY?

Citizenship/Resident Requirements: You must be a citizen, permanent resident alien, or national of the United States, however, if you are a non-citizen with unlimited employment authorization from the U.S. Immigration & Naturalization Service, you may also apply. All persons seeking employment with the government of the State or in the service of any county shall also become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment. You must provide evidence verifying your citizenship or alien registration status and employment authorization in the United States at the time of application.

PHYSICAL/MEDICAL REQUIREMENTS: Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

WHERE CAN I GET AN APPLICATION?

Job applications can only be found online at www.kauai.gov/humanresources on our Job Opportunities page. Application forms will not be mailed or faxed. Applicants are responsible for checking our website for job announcements and submitting their application before the deadline.

There is one on-line computer available from 7:45 a.m. to 3:30 p.m. at the Department of Human Resources office located at 4444 Rice Street, Suite 140, ground floor, Lihue, HI 96766. The office is open from 7:45 a.m. to 4:30 p.m. weekdays, except holidays. Applicants may also visit the Workwise office at 4444 Rice Street, Lihue, HI 96766 to apply. When entering data in your account, please use upper and lower case to type your name and mailing address (i.e. – Mary Smith, 1000 Mahalo Road, Lihue, HI 96766). Please use your legal name in your account.

REASONABLE ACCOMMODATION: Applicants with special needs should contact our office during business hours at (808) 241-4956 at the time of application.

HOW CAN I RETRIEVE MY USERNAME AND PASSWORD?

To retrieve your username or password, you may use the following link:

https://www.governmentjobs.com/js_lostpswd.cfm?&topheader=0

If you are still unable to access your account, please contact the NeoGov Toll-Free Applicant Support telephone line at 1-888-524-5627 between 3:00 a.m. to 3:00 p.m. Hawai'i Standard Time, Monday – Friday.

WHAT IS THE RECRUITMENT/EXAMINATION AND SELECTION PROCESS?

1. Applications are reviewed by the Department of Human Resources to determine whether applicants meet the minimum qualification requirements for the class of work.
2. We highly encourage you to select e-mail notifications as your preference in receiving notices from us to expedite the receipt of information. Check your spam folders in your e-mail account and add info@governmentjobs.com to your contact list.

Applicants are notified by e-mail or mail regarding the following:

- whether you meet the minimum requirements.
 - when and where to report for any written and/or performance tests. The examination may be written, performance or agility, and education and experience evaluation, or a combination of these. Tests are given to measure your skills, knowledge and abilities for the class of work.
 - test results. If you pass the examination, your name is placed on the eligible list in accordance with your test score. For those recruitments which are registration and no examination is conducted, your name is placed on the list in alphabetical order and the department interviewing for the vacancy will receive the entire list of names. Both eligible and registration lists are good for a period of six months and may be extended, and any vacancies arising during this period will be filled through these lists.
3. Based on test scores and an individual's ability, names are referred to the County department or agency that has the vacancy.
 4. The department with the vacancy contacts all individuals referred, schedules and conducts job interviews. The department may select any one of those referred and interviewed and will notify each person interviewed of the department's selection decision.
 5. The person selected must pass a pre-employment physical examination with the County approved physician (at their own expense) to determine fitness for the job and must pass a drug screening test before being hired.
 6. NOTE: Retirees with pensions from the Employee Retirement System (ERS) must be in compliance with State law to apply for a County job. Call the retirement system to find out if your retirement benefits will be adversely affected.

What are the Benefits in Being a County of Kaua'i Employee?

- You will provide important public services to Kauai.
- Pay and working conditions are good.
- Fringe benefits are generous and include the following:
 - Vacation* (21 days = 14 hours/month).
 - Sick Leave (21 days = 14 hours/month). Unused sick leave may be converted into additional service retirement credits*
 - Holidays - 13 days per year plus general and special election days.
 - Retirement - State of Hawai'i Employees' Retirement System.
 - Social Security - The County matches the employee's social security compensation.
 - Medical Plan and prescription drug- the County pays part of the premium and the employee pays the balance. There is a choice of health plans, and dependent children under the age of 26 are eligible.
 - Vision and Dental Plans - the County pays part of the premium and the employee pays the balance. Dependent children under the age of 19 are eligible.
 - Premium Conversion Plan - Eligible employees may increase their take-home pay by having the County deduct the cost of health care premiums before payroll taxes are withheld.
 - Group Life Insurance - The County provides a free life insurance policy for employees.
 - Workers' Compensation/Accidental Injury Leave/Temporary Disability Insurance.
 - Employee Assistance Program (EAP) provided through WorkLife.
 - Other Benefits - employees are eligible to join the County Credit Union, State of Hawaii Deferred Compensation Plan and Flexible Spending Program.

*Based on the different bargaining unit contracts and length of service.

Revised 10/02/02, 08/23/06, 07/11/13, 10/14/15